

Next Steps for CWFP Stormwater Funding For projects on the SFY 17 Project Priority List

If you decide to apply for CWFP funds for your eligible stormwater project as listed in the SFY 17 Project Priority List, then **by September 30, 2016**, you must do the following:

- Obtain Storm Water Management Plan, Facilities Plan, or other plan approval from DNR's Bureau of Watershed Management, as applicable (<http://dnr.wi.gov/topic/stormwater/standards/>).
 - ✓ The **Facilities Plan document** should include information regarding environmental, historical, and archaeological review of the impacted areas.
 - ✓ Also as part of the storm water management plan process, **submit a market rate cost estimate**. *(A "market rate cost calculation" must be developed and submitted for review. Subsidized interest rates apply to water quality and existing development components of a project. Market rates apply to portions of each project determined to be solely for flood control and for future development.)*
- Submit **approvable, biddable construction plans and specifications** to DNR's Bureau of Watershed Management for each portion of the project for which you want to receive SFY 2017 funds.
- Submit a complete **CWFP Storm Water/Urban Runoff Projects Financial Assistance Application** (Form 8700-313), with all required attachments, to DNR's Bureau of Community Financial Assistance. Forms are available online at <http://dnr.wi.gov/Aid/documents/EIF/forms/forms.html>. The following should be done as soon as possible in order to include these items with your application.
 - ✓ Pass an **Authorized Representative Resolution** (see info under A in the Reference Guide Index <http://dnr.wi.gov/Aid/Guide.html>).
 - ✓ Pass a **Reimbursement Resolution** (<http://dnr.wi.gov/Aid/documents/EIF/Guide/reimbursement.html>). **Note:** Passing a reimbursement resolution as soon as possible protects the municipality's ability to be reimbursed for all eligible project costs incurred.
 - ✓ Determine the steps you must take to comply with federal **environmental/archeological/historical** review requirements (see Federal Requirements on page 2 of this document) and submit appropriate documents.

Equipment Replacement Fund – As a condition of a loan from the CWFP, applicants must establish and maintain an equipment replacement fund (ERF). The ERF is to be used for the costs of replacing equipment related to the best management practice (BMP) or conducting periodic maintenance of the BMP. See the Equipment Replacement Fund webpage at <http://dnr.wi.gov/Aid/documents/EIF/Guide/replace.html>.

User Charge System – If you have a storm water utility and need to increase your user charges in order to construct this project and continue proper operation of your facilities, your new user charge system **must be in effect prior to** your CWFP loan closing. Visit the User Charge Systems and Sewer Use Ordinances web page at <http://dnr.wi.gov/Aid/documents/EIF/Guide/user.html>.

Federal Requirements

CWFP applicants must comply with the following federal requirements when applicable to their projects:

Environmental/Archaeological/Historical Reviews – Federal requirements for conducting an endangered resources review and an archaeological/historical review of construction sites apply to each CWFP stormwater project. See the Reference Guide online at <http://dnr.wi.gov/aid/documents/EIF/guide.html> under E (Environmental Review) for detailed information regarding these requirements.

Use of American Iron and Steel – All CWFP projects for which the first plans and specifications approval was received on or after June 10, 2014, must comply with Use of American Iron and Steel requirements. Please see our Use of American Iron and Steel web page at <http://dnr.wi.gov/Aid/UAIS.html> for detailed information, including a webinar, applicable forms, a list of affected iron and steel products, documentation requirements, and waiver instructions.

Davis-Bacon Wage Rates – Applicants must comply with Davis-Bacon wage rate requirements. Find a link to the “Complying with Davis-Bacon Requirements” PDF document in our Reference Guide online at <http://dnr.wi.gov/Aid/Guide.html> under D (Davis-Bacon and Related Acts).

DBEs – When your municipality solicits bids or a construction contractor is hiring a subcontractor for construction work, and when procuring equipment, raw materials, or supplies, requirements for solicitation of minority business enterprises, women business enterprises, and other disadvantaged business enterprises (DBEs) apply. For information regarding the DBE requirements, including a contract packet, go to <http://dnr.wi.gov/Aid/documents/EIF/Guide/DBE.html>.

Fiscal Sustainability Plans – Applicants for projects involving the repair, replacement, or expansion of a publically owned treatment works are required to develop and implement a fiscal sustainability plan or certify that such a plan has already been developed and implemented. We will provide further information on this requirement when we publish the CWFP Intended Use Plan.

Other – We encourage you to prepare for submitting your application by doing the following as soon as you are able:

- Read through the Checklist on page 1 of the CWFP Storm Water/Urban Runoff Financial Assistance Application (Form 8700-313 available online at <http://dnr.wi.gov/Aid/documents/EIF/forms/forms.html>).
 - Start keeping a file of all invoices related to the project and include in the application budget sheet ALL costs you hope to have reimbursed by the CWFP.
 - Contact your municipal attorney about obtaining an opinion regarding land and easements (<http://dnr.wi.gov/Aid/documents/EIF/Guide/Land.html>).
 - Contact your bond counsel to let them know you have a loan closing coming up.
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Please contact your DNR project manager if you have any questions or concerns about the application process. We're here to assist you!